Instructions to Reduce Microsoft Access' Security Level to "Low"
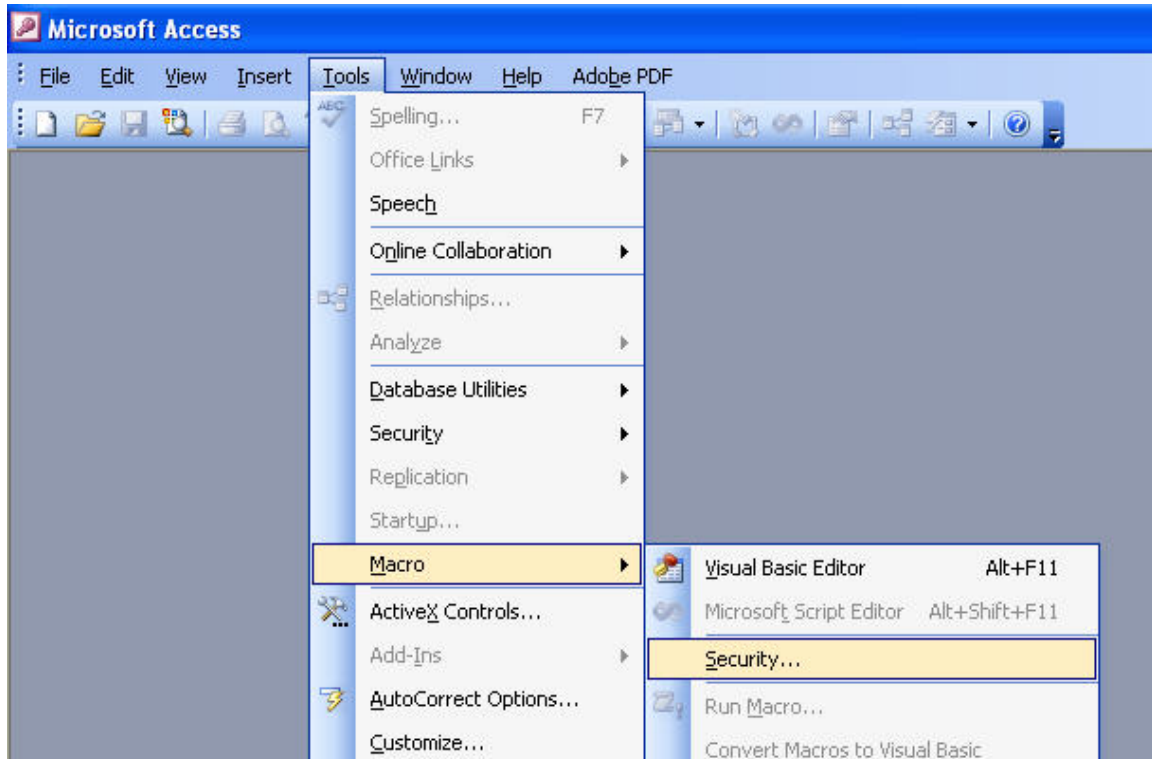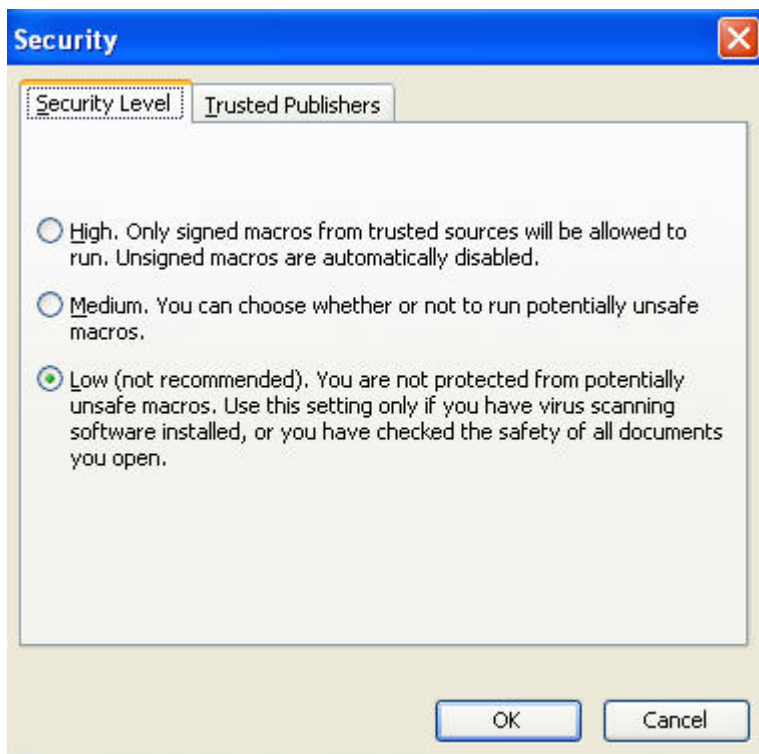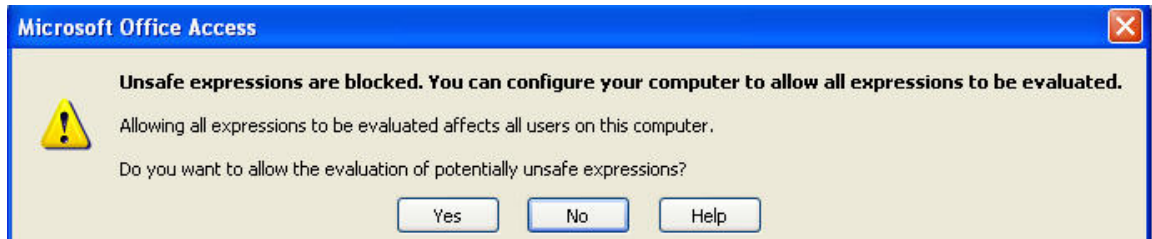
- Open Microsoft Access independent of CRS5.

- From the menu bar click on Tools, Macro, and select Security.

- From the "Security Level" tab select "Low" and click "ok".

- If you receive a warning about unsafe expressions, select "no" to continue to block unsafe expressions.

Microsoft Office Access

⚠️ **Unsafe expressions are blocked. You can configure your computer to allow all expressions to be evaluated.**

Allowing all expressions to be evaluated affects all users on this computer.

Do you want to allow the evaluation of potentially unsafe expressions?

[Yes] [No] [Help]

- Close Access. The next time you log into CRS5 you the security warning should not appear. *Note: you may need to reboot your computer for this setting to take effect.*